FIRST YEAR

ANNUAL REPORT

SAN FRANCISCO JUVENILE COURT INFORMATION SERVICES

FUNDED BY: OFFICE OF CRIMINAL JUSTICE PLANNING
STATE OF CALIFORNIA
GRANT NUMBER 1190

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SAN FRANCISCO JUVENILE COURT INFORMATION SERVICES

FIRST YEAR REPORT

PREPARED FOR:

THE OFFICE OF CRIMINAL JUSTICE PLANNING
OF THE
STATE OF CALIFORNIA
AND THE
MAYOR'S CRIMINAL JUSTICE COUNCIL
OF THE
CITY AND COUNTY OF SAN FRANCISCO
(REGION F)
UNDER
GRANT AWARD NUMBER 1190

PREPARED BY:

ANN C. BILLYARD

THE HONORABLE FRANCIS W. MAYER, JUDGE OF THE JUVENILE COURT
JOSEPH J. BOTKA, CHIEF PROBATION OFFICER
375 WOODSIDE AVENUE
SAN FRANCISCO, CALIFORNIA 94127

JUNE 1974

3 1223 12186 9730

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PROJECT STAFF

JUVENILE COURT

DIRECTOR	ANN C. BILLYARD RESEARCH DIRECTOR
RESEARCH ASSISTANT	ANN WEST (JANUARY - JUNE 1973)
	MARVA D. PRITCHETT (OCTOBER 1973 TO PRESENT)
STAFF SERVICES	JOAN D. DICKEY SECRETARY TO THE CPO

ELECTRONIC DATA PROCESSING DEPARTMENT
CONTROLLER'S OFFICE

SYSTEMS ANALYSTS	LOVELL BONNIE
	GAYLORD MC DANIEL
	GAIL SWANSON*
	LARRY KRIEGL*
CONSULTANT	LARRY KITCHEN

FINANCIAL OFFICER

NATHAN B. COOPER, CONTROLLER

*Resigned

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PROJECT COMMITTEES

ADVISORY COMMITTEE

BAR ASSOCIATION	Ruth Cessna
BAY AREA SOCIAL PLANNING	Robert Keldgord
CALIFORNIA YOUTH AUTHORITY	Johnnie Mae Connor
	Bernard Kammerer
COMMUNITY MENTAL HEALTH SERVICES	Seymour Solomon, M.D.
DELINQUENCY PREVENTION COMMISSION	Ernest Ayala
JUSTICE SYSTEM USER'S GROUP	George Barbour
	Richard Delaplain
JUVENILE COURT	Judge Francis W. Mayer
	Joseph J. Botka
	Jane Cassedy
	Warren Cain
	Robert Foote
	Thomas Spillane
JUVENILE JUSTICE COMMISSION	Howard Freeman
	Michael Salarno
MAYOR'S CRIMINAL JUSTICE COUNCIL	Derrald Etheley
	Fran Garth
	Larry Simi
MAYOR'S OFFICE	James Yeo
NATIONAL COUNCIL ON CRIME AND DELINQUENCY	Robert Trimble
PUBLIC SAFETY DIVISION, EDP	Stanley Collis
VOLUNTEER AUXILIARY, YOUTH GUIDANCE CENTER	Paul Steiner

EVALUATION COMMITTEE

BUREAU OF CRIMINAL STATISTICS	Ann Welch
MAYOR'S CRIMINAL JUSTICE COUNCIL	Marilyn Borovoy
NATIONAL COUNCIL ON CRIME AND DELINQUENCY	Marc Neithercutt
UNITED STATES NORTHERN DISTRICT COURT	Harry Schloetter

FUNCTIONAL STEERING COMMITTEES

INTAKE

SUPERVISION

INSTITUTIONS

COURT

SUPPORT SERVICES

BUSINESS AND FINANCE

CO-ORDINATING STEERING COMMITTEE

PARTICIPANTS	COMMITTEE
Minna Allegro, Sr. Probation Officer	Intake
Jeanne Bailey*, Assistant Director, Juvenile Hall	Institutions
Robert Beale, Court Commissioner	Court
Jimmie Bell, Secretary	Supervision
Don Benz***, Sr. Supervising Probation Officer	Supervision
Amy Blankenship, Secretary	Supervision
Joseph Boden, Traffic and Truancy Hearing Officer	Court
Dorothy Borchelt, Probation Officer	Supervision
Joseph Bracco, Director, Girls' Center	Institutions
Conrad Bryant, Probation Officer	Supervision
Betty Burke**, Supplies Supervisor	Business and Finance

PARTICIPANTS	COMMITTEE
Warren Cain*, Sr. Supervising Probation Officer and Training Officer	Support Services
Lupe Calderon, Secretary	Supervision
Millie Carter, Secretary	Supervision
Barbara Casper, Probation Officer	Supervision
Michele Cassotta, Sr. Probation Officer	Intake
Angie Castillo, Information Clerk	Business and Finance
Joseph Castle, Teacher	Support Services
Marjorie Childs, Court Commissioner	Court
Amparo Corrales, Secretary	Intake
Miguel Cosio, Janitor	Business and Finance
Patricia Coyne, Supervising Probation Officer	Supervision
Alice Curry, Secretary	Supervision
Robert Descalzo, Probation Officer	Supervision
Fred Donworth*, Sr. Probation Officer	Intake
Delna Duddy, Record Clerk	Support Services
Eugene Dupignac, Sr. Accountant	Business and Finance
Lucille Ealom, Counselor, Juvenile Hall	Institutions
Lothar Eiserloh, Probation Officer	Supervision
Genevieve Feeney, Record Clerk	Support Services
Ethel Fitzgerald**, Volunteer Auxiliary Coordinator	Support Services
Joseph Fitzpatrick**, County Clerk	Court
Evelyn Gasta, Secretary	Intake
Wanda Gaudet, Sr. Record Clerk	Support Services
Arnold Goldberg, Clerk	Business and Finance
Ray Gould, Supervising Probation Officer	Supervision
Eugene Griffin, Sr. Probation Officer	Supervision

PARTICIPANTS	COMMITTEE
Dorothy Harrison, Counselor, Girls' Center	Institutions
Joseph Hurley, Supervising Probation Officer	Supervision
Rina Imwinkelreid, Secretary	Supervision
Bernice Itkin, Probation Officer	Supervision
Charles Iverson, Sr. Probation Officer	Intake
Marguerita Kamper, Secretary to Court Commissioner	Court
Mel Leathley***, Police Liaison Officer	Support Services
Joseph Lichtenstein, Probation Officer	Supervision
Eleanor Louis, Sr. Probation Officer	Supervision
Jane Lowe-Brown, Secretary	Supervision
Grover Magnin, Supervising Probation Officer	Supervision
Arthur Marder, Supervising Probation Officer	Supervision
Clarabell Martin, Sr. Probation Officer	Supervision
John Mayberry, Social Worker	Institutions
Francis W. Mayer, Judge	Court
Clara Merrill, Supervising Probation Officer	Intake
Oma Mitchell, Nurse	Support Services
Selma Mortel, Head Nurse	Support Services
John O'Donnell, Court Commissioner	Court
Ben Okada, Supervising Probation Officer	Supervision
Rosemary O'Sullivan***, Supervising Probation Officer	Supervision
Duane Otis, Sr. Probation Officer	Intake
Armond Pelissetti, Probation Officer	Intake
Anders Petterson, Supervising Probation Officer	Intake
Al Place, County Clerk	Court

PARTICIPANTS	COMMITTEE
Charles Rand, Sr. Counselor, Juvenile Hall	Institutions
Judith Quirolo**, Secretary	Intake
Grace Richman, Supervising Probation Officer	Supervision
Carol Salicru, Probation Officer	Supervision
Dick Scammon, Assistant Director, Log Cabin Ranch	Institutions
Judith Schmitz, Probation Officer	Intake
Clarence Sever, Teacher	Support Services
Jewel Smith***, Sr. Supervising Probation Officer	Intake
Seymour Solomon, M.D., Director, Psychiatric Clinic	Support Services
Nadia Stafford, Supervising Probation Officer	Intake
Millie Summerfield, Secretary	Intake
Mary Ann Selu**, Secretary	Supervision
Patricia Tierney, Probation Officer	Supervision
Terry Twing, Secretary, Juvenile Hall	Institutions
Fred Virgilio, Sr. Probation Officer	Supervision
Nelson Williams*, Sr. Probation Officer	Supervision
Jessie Yip**, Secretary, Juvenile Hall	Institutions
Alyce Ziegler*, Sr. Collections Clerk	Business and Finance

*Steering Committee Chairman and member of Co-Ordinating Steering Committee
**Steering Committee Secretary
***Member of Co-Ordinating Steering Committee

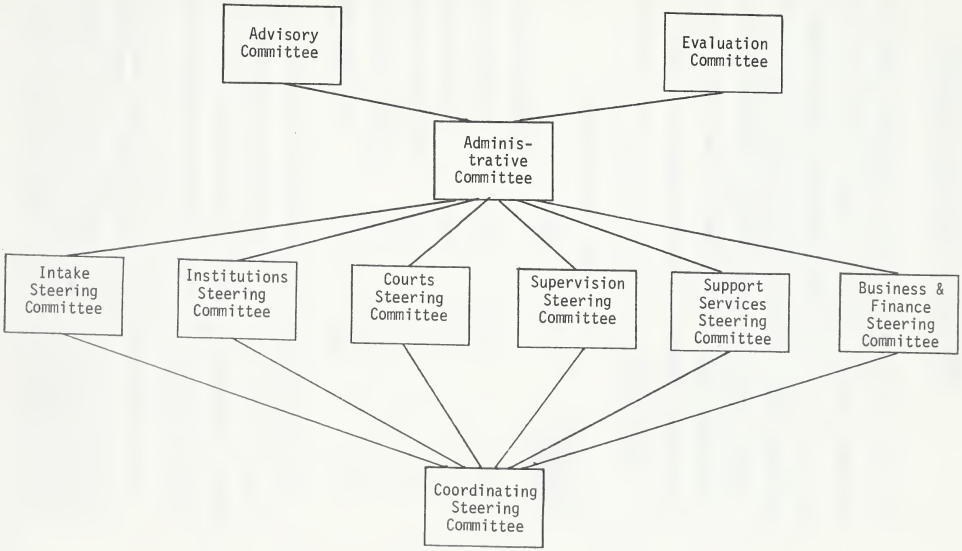
ADMINISTRATIVE COMMITTEE

Chief Probation Officer

Court Project Staff

Electronic Data Processing Staff

CHART I: PROJECT COMMITTEE STRUCTURE



HISTORY OF THE PROJECT DEVELOPMENT

Plans to apply to the Mayor's Criminal Justice Council (Region F) for funds from the California Council on Criminal Justice to modernize the Court's manual juvenile information system began in the first quarter of 1971. Census figures indicate that San Francisco's youth population under 18 decreased 16 percent in 1970 as compared to 1960. Juvenile Court services to youth, however, showed marked increases during this same period. These service changes reflect the dilemma of urban cities which have high population density in a limited geographical area.

CLIENT SERVICES - 1960 and 1970

	1960	1970	1970 PERCENT INCREASE
Monthly Average Number of:			
Intake Referrals	944	1,158	+23.0
Wards Supervised	1,562	2,290	+47.0
Dependents Supervised	2,448	2,647	+ 8.0
Juvenile Hall Admission	418	734	+75.0
Ranches Admissions	12	18	+50.0

Based on these data, it was decided that the only way the Court could provide and improve the required case information for staff use in assisting clients and the sociological information for community planning was to install an automated information service.(1) The community need

(1) REPORT OF JUVENILE COURT COMMITTEE OF THE BAR ASSOCIATION OF SAN FRANCISCO December 1, 1962, Page 49 Paragraph 3.

The committee's survey was handicapped and prolonged by the unavailability of detailed statistical information. Its need for such information is small as compared to the need of the Probation Department for such information in order to effectively evaluate its work.

for juvenile justice data on a neighborhood basis to plan youth programs is urgent. Community agencies who avail themselves of grant funds to implement youth programs are hampered and frustrated by the lack of basic juvenile justice data in the City districts which they serve. (2)

The project proposal was approved for funding beginning October 1,-1972. Due to the difficulties encountered in the recruitment of experienced staff, the grant period was extended by the Office of Criminal Justice Planning to March 31, 1974.

(2) A SITUATIONAL APPROACH TO DELINQUENCY PREVENTION by Lloyd E. Ohlin, Professor of Criminology, Harvard Law School, published by U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE, 1970. Page 15, Paragraph 3.

.....We can no longer afford to launch short term projects that do not permit effective follow-up studies and utilization of findings in further programs. Our procedures in the past have been wasteful of funds, trained personnel, and accumulated knowledge. I am hopeful that we are now entering a period when long range development of community prevention programs has become possible and that we can begin to institutionalize the process of programmed development and systematic evaluation and research.

IMPLEMENTATION OF THE PROJECT

As soon as the funding notification was received, immediate steps were taken to employ staff. A systems analyst was employed in November 1972. The problems encountered in finding experienced personnel were such, however, that it was not until January and February of 1973 that a research assistant and a second systems analyst joined the staff. Additional Electronic Data Processing personnel were employed in July and August of 1973. There were three resignations and new personnel had to be employed. The project has had a full staff since December 1973.

Despite the staff recruitment problems, a detailed statement of the work to be performed was developed. The first priority was to establish a community advisory committee and an administrative committee which met during the first quarter. In the second quarter, "user" steering committees representing the six basic functions of the Juvenile Court were established.(3) These functions are Intake, Supervision, Institutional Care, Court Legal Activities, Business and Finance and Supporting Services as shown on Chart 2.

In addition to the establishment of the planning and working committees, the detailed work schedule to plan and design an automated information system included:

1. Develop system requirements needs and design for a Master Index:
2. Develop programs;

(3) INTERNATIONAL SYMPOSIUM ON CRIMINAL JUSTICE INFORMATION AND STATISTICS SYSTEM SPONSORED BY PROJECT SEARCH AND LEAA IN SAN FRANCISCO FROM APRIL 30-MAY 3, 1974: Penny E. Orazetti, Project Director of CRISS--Oregon stated in "Developing a Criminal Justice Information System" session: that one of the major handicaps in the implementation of CRISS was that "user committees" to help in planning were not established until several months after the project began.

3. Install terminals;

4. Develop and implement staff training programs;

5. Develop evaluation tools.

CHART 2: JUVENILE COURT ORGANIZATION CHART

- Superior Court
- Juvenile Court Administration

RVISION	INSTITUTIONS	COURTS	SUPPORT SERVICES	BUSINESS & FINANCE
yview District ssion District nset Northeast stside District tensive Super- ision ecial Services unty Placement ivate Placement	. Juvenile Hall: Housekeeping Services Reception Center Boys Cottages Girls Cottages . Woodside Terrace . Hidden Valley Ranch School . Log Cabin Ranch School . Girls' Center	. Superior Court Judge, Commissioners, and Traffic Hearing Officer . County Clerk's Office	. Research and Records . S.F. Schools . Medical Clinic . Psychiatric Clinic . Training . Auxiliary . Police Liaison . Public Defender . District Attorney . Sheriff (Bailiffs) . Public Works	. Building and Grounds Maintenance . Janitorial Services . Collections and Support Payments . Payroll-Personnel . Purchasing . Accounting: Budget and Reports . Telephone and Information Services . Transcription

ACTIVITIES DURING THE YEAR

COMMITTEES

The Administrative Committee was the first committee which was established. It is composed of project staff and the Chief Probation Officer. This committee met twice in the first quarter to plan work details. An additional nine meetings were held during the project period to review accomplishments and to continue planning work schedules.

The Advisory Committee has community and Court staff representatives. Meetings were held quarterly to review project accomplishments and to make suggestions to modify and improve on-going activities.

The six Steering Committees began meetings in January 1974. The "user" staff on each committee varied as the Master Index System requirements and design studies were in process. Chairmen and Committee Secretaries, however, served throughout the project year. These Steering Committees were most active when the Master Index System requirements were under study. Their focus during this period was to assist and advise systems analysts in their study of the detailed procedures involved in each Court function.

In the Master Index System design development, the committee members' activities were primarily evaluative. It was their responsibility to determine whether or not the design would provide information where and when required. The Steering Committees had the participation of 82 staff members who served a total of 5,100 hours during the project year.

The Evaluation Committee was established in the second quarter. During this first year, membership was limited to three technicians in the justice system and a community member.

ORIENTATION

The operation of the automated system which is to be used in this project was demonstrated at a number of orientation sessions for staff and Committees. A demonstration terminal was available for one month for this purpose. Approximately 85 percent of the Court staff participated in the sessions.

STAFF FUNCTIONS

The research assistant had responsibility for the orientation sessions, participated in Steering Committee meetings and did special studies required by the systems analysts and the project director. One of the major functions of this staff member was the detailed analysis of the Record Room activities. This office is the "core" for providing Court staff with information and reports required to serve clients in the existing manual information system

The systems analysts studied and prepared the Master Index Requirements Study and the Master Index Design.

The project director was responsible for all project staff activities, coordinated all committee activities and prepared narrative and budget reports required by the Office of Criminal Justice Planning and the Mayor's Criminal Justice Council.

RELATED PROJECTS

Project staff participated in the Bay Area Counties Probation Research Project sponsored by the National Council on Crime and Delinquency and funded by the Law Enforcement Assistance Administration. This project ended during the first quarter of 1973. A transactional information

system model was developed in this project. The model is adaptable to a manual as well as to minimal and sophisticated automation tools to provide an information system which meets a County's needs and available resources. Staff is also participating in the California Probation Research Organization which is doing special studies in the probation field on a state-wide basis in addition to planning over-all objectives for state reporting of probation and parole activities. The project director meets with the San Francisco Justice Data Policy Committee on a monthly basis.

TOURS AND CONFERENCES

Tours of automated juvenile information systems at Jersey City, New Jersey, Atlanta, Georgia, and St. Louis, Missouri were made by the Chief Probation Officer. The purpose of the tours was to study and assess these on-going operations from an administrative viewpoint to ensure that this project's system will provide all administrative and legal data available in comparable automation systems in the United States. A systems analyst also attended a Conference in Dallas, Texas to evaluate "Interface" hardware.

PROJECT ACCOMPLISHMENTS

During this project year the following was accomplished:

MASTER INDEX SYSTEMS REQUIREMENTS AND DESIGN

The Master Index Systems Requirements and Design studies were completed, reviewed by all committees and approved for implementation by the Chief Probation Officer. The system design is an adaptation of the transactional model for information systems which was developed by the Bay Area Research Project. The design provides for on-line input and output utilizing display formats which are compatible with the CABLE system which currently supports the Police Department system. Data is to be transmitted to the CABLE system at City Hall, via telephone lines, with an intermediate screening done by Comten processors at the Hall of Justice.

DATA ELEMENTS AND DISPLAY FORMATS

The data elements to be included in this transactional computer system have been determined and defined. Display formats for on-line input and output have been prepared and approved by the committees and the Chief Probation Officer

STAFF TRAINING

Preliminary training sessions for operating the terminals have been developed by project staff, training officer and the hardware vendor. They are scheduled to be held during the first quarter of the second year. Intensive training sessions concerning definitions of data elements and display format applications will be scheduled during the second and

third quarter of the second year of the project.

ELECTRONIC DATA PROCESSING EQUIPMENT

The project staff together with the steering committees established priority need for Electronic Data Processing hardware required to integrate the system into CABLE. The equipment ordered and its location at the Court facilities and users follow:

EQUIPMENT	LOCATION	USERS
1 Cathode Ray Tube Terminal and 1 Thermal Printer	First Floor	Record Room Staff County Clerk and Other Court Staff
3 Cathode Ray Tube Terminals and 3 Thermal Printers	Second Floor	Intake Staff Administrative Staff
2 Cathode Ray Tube Terminals and 2 Thermal Printers	Third Floor	Supervision Staff Court Commissioners
1 Cathode Ray Tube Terminal* and 1 Thermal Printer	Juvenile Hall Reception Unit	Admissions Personnel
1 Hard Copy Printer	First Floor	Record Room Staff
1 Controller	Third Floor	N.A.

*This terminal will operate on a twenty-four hour basis and will serve as the control to activate all other terminals which will only operate during normal office hours.

EQUIPMENT INSTALLATION

The Juvenile Court facilities requires extensive new wiring to permit the installation of the Electronic Data Processing equipment. Wiring needs were determined and arrangements were made to install this wiring.

PROJECT PROBLEMS

Completion of all work duties detailed for the first year was not possible because of problems which could not be controlled by project staff. These include:

STAFF RECRUITMENT

The difficulties involved in recruiting and maintaining a full project staff resulted in delays in beginning the preparation of the program specifications and the development of evaluation tools. Both studies are underway but were not completed by the end of the project year.

EMPLOYEE STRIKE

A major delay in project activities occurred with the City and County of San Francisco employees' strike in March, 1974. The strike meant an additional loss in staff time and a delay in installation of the EDP equipment, e.g., wire installation postponed.

INTERFACE WITH OTHER AGENCIES

There was considerable discussion in the Administrative and the Advisory Committees concerning the interchange of automated information. It was agreed that within the limits of the law, it would be desirable to have reciprocal terminal access with the Juvenile Bureau of the Police Department, the School Department and the Department of Social Services. In view, however, of the concerns regarding confidentiality of records and the proposed security and privacy legislation and regulations, no action is to be taken at this time. Working closely with the Evaluation and other committees, additional study and the development of security guidelines which meet the requirements of pending legislation will be undertaken before any final interface action with these departments is effected.

EVALUATION

In the proposal, evaluation of this project was defined as an on-going service to be provided by the staff of the Court and other agencies utilizing the new services with the Advisory Committee providing an over-all evaluation. As project tasks were undertaken, project and administrative staff concluded that the Evaluation Committee should be composed of a nucleus of technical people. These people are to be familiar with the complexities of implementing an automated juvenile information system and to serve as consultants in the development of adequate evaluation tools.

A committee of four members was established and met during the fourth quarter of the project to review goals, accomplishments, and to provide suggestions. This was the only formal committee meeting during the project year although members were kept apprised of the activities and provided comments and suggestions on an informal basis. A second meeting had been scheduled during the last month of the project year, but due to the City strike was cancelled.

The Office of Criminal Justice Planning Moniter conference did occur during March 1974 and with a favorable recommendation by the Moniter, the second project year was funded. It was decided to schedule the canceled March meeting during the first month of the second project year for an over-all appraisal by the Evaluation Committee of the year's activities. The committee were given work duties and accomplishments in each area and requested to make comments re the effectiveness of these activities. All members submitted "comment letters" which, in addition to the meeting minutes are shown in Appendix C of this report. In addition, the

committee made plans and suggestions for the focus of their functions to evaluate and assist in the second year of the project.

GOALS FOR SECOND YEAR

ACTIVATE THE AUTOMATED SYSTEM

PROVIDE ON-GOING INFORMATION TO MAKE CLIENT SERVICES EFFECTIVE

PREPARE STATISTICAL REPORTS FOR COMMUNITY AND ADMINISTRATION PLANNING TO IMPROVE CLIENT SERVICES AND DIVERT YOUTH FROM THE JUVENILE JUSTICE SYSTEM

CONTINUE THE DEVELOPMENT OF EVALUATION TOOLS

DEVELOP SECURITY GUIDELINES WHICH MEET THE REQUIREMENTS OF PENDING LEGISLATION

CONTINUE STAFF TRAINING SESSIONS IN THE USE AND APPLICATIONS OF THE AUTOMATED SYSTEM

APPENDIX A

ELECTRONIC DATA PROCESSING CONFIGURATIONS, DATA ELEMENTS AND DESIGN SAMPLES

	PAGE
I/O (Input/Output) Configuration - San Francisco City and County Computer System	24
San Francisco Juvenile Court Information Services Requirement Model	25
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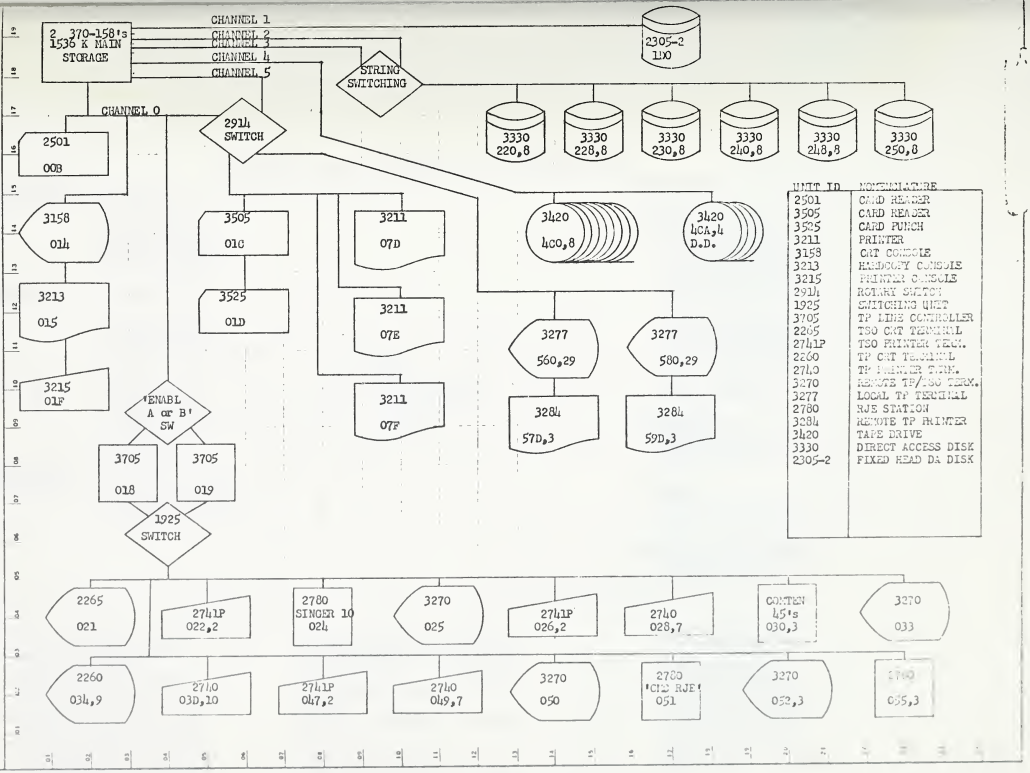
San Francisco Juvenile Court Information Services System Data Elements	27
San Francisco Juvenile Court Information Services System Design Systems	38

IBM DIAGRAMMING AND CHARTING WORKSHEET 24

Application I/O CONFIGURATION Date MAY 30, 1974 Page 1 of 1

Procedure GENERAL ATTACHMENT LAYOUT Drawn By R. J. BROWN

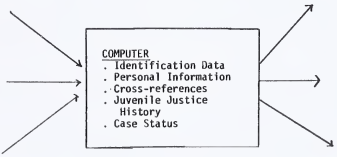


UNIT ID	NOMENCLATURE
2501	CARD READER
3505	CARD READER
3525	CARD PUNCH
3211	PRINTER
3158	CRT CONSOLE
3213	HARDCOPY CONSOLE
3215	PRINTER CONSOLE
2914	ROTARY SWITCH
1925	SWITCHING UNIT
3705	TP LINE CONTROLLER
2265	TSO CRT TERMINAL
2741P	TSO PRINTER TERM.
2260	TP CRT TERMINAL
2740	TP PRINTER TERM.
3270	REMOTE TP/TSO TERM.
3277	LOCAL TP TERMINAL
2780	RJE STATION
3284	REMOTE TP PRINTER
3420	TAPE DRIVE
3330	DIRECT ACCESS DISK
2305-2	FIXED HEAD DA DISK

Fold under at dotted line.

SAN FRANCISCO JUVENILE INFORMATION SYSTEM REQUIREMENTS MODEL

FUNCTIONAL AREA	INPUT EVENTS	TYPES OF OUTPUT
INTAKE	. Establish case . Intake case closure . Voluntary probation . Complete petition . Intake case termination	OPERATIONAL . Juvenile Hall House List . Cottage 'House List' . Out-of-home placement loca . Direct access to identific history data on minors . Cross-references of aliase half-siblings, juveniles incident . Ability to search files on Case No., permanent perso Juvenile Hall Log no., pe . Lists of cases pending Cou . Summary evaluations of ref YGC . Improved access to Police, incident data base
JUVENILE HALL Admissions	. Juvenile admission . Juvenile release	
COURTS	. Calendar Scheduling . Detention hearing . Truancy referrals . Dissemination of Findings	
SUPERVISION	. Supervision case establishment . Court appearances/ progress reports . Juvenile relocation/ placement . Case termination	ADMINISTRATIVE . Probation Officer case lis . Caseload evaluations . General statistics re: Juv activities
SUPPORT SERVICES Record Room	. Conversion of Active and Master Index data to computer records . Processing of informa- tion requests	JUDICIAL . Lists of cases calendared action . Summary of adjudicated cas
		RESEARCH AND INFORMATION SERV . Collection of current stat . Preparation of B.C.S. data



. Intake, Supervision & Juvenile Hall Admissions record data for Intake function.
. Juvenile Hall Admissions staff will determine minor's current or previous P.O. from system.
. Detention status changes, e.g. cottage reassignments, temporary releases and detaining orders, will be entered into the system by Juvenile Hall Admissions staff.
. At time of booking, Juvenile Hall will enter new cases into the system; all other referrals will be entered by the Divisions when the P.O. is assigned.

. Abandonment, Step-parent Adoptions, Marriage consents and Sealing Requests are special types of cases within the Intake function.
. Truancy case referrals and subsequent actions will be considered an Intake function
. Scheduled Court appearances for a case will be recorded as part of the Intake function.
. Recording of Court Dispositions is part of the Intake function.
. Intake Division will enter the Supervision Division assignment when enterin Court disposition.

. The recording of a booking additional petition initi Intake function sequence Supervision cases
. Information regarding actu juvenile location/placeme maintained as changes occ
. Records Room will serve as overflow data collection other functional areas.
. Conversion of all Active I a first priority for Reco staff.

FILE AND SCREEN RELATIONSHIPS

FILE / SCREEN	CONTACT DATA #1	CONTACT DATA #2	FAMILY CHAIN	MASTER NAME	MASTER NAME TRAILER	MISC NUMBER	PERSONAL DATA	SUM DATA	SUM DATA OVERFLOW	BATCH REQUEST	STATIS-TICS	HISTORY
tput												
XA				X				X				
BATCH										X		
CONTACT:ENTER/UPDATE	X					X	X	X				X
CONTACT:CANCEL	X					X	X	X			X	
FAMILY:ENTER/UPDATE				X	X			X	X			
FAMILY:CANCEL				X	X			X	X			
FAMILY:DUPLICATE			X					X	X			
MASTER INDEX:PURGE	X	X	X	X	X	X	X	X	X		X	
PERSONAL DATA	X	X		X	X	X	X	X	X			X
tput												
BATCH										X		
CONTACT	X			X		X		X				
FAMILY			X	X	X			X	X			
JUVENILE- 1 MATCH	X	X	X	X	X	X	X	X	X			
JUVENILE-MULTIPLE			X	X		X		X	X			
JUVENILE -PETITION				X		X		X	X			
PERSONAL DATA		X	X	X	X	X	X	X	X			

JUVENILE JUSTICE INFORMATION SYSTEM
MASTER INDEX DESIGN
DATA ELEMENT INDEX

Data Element Name	File	Ref #	Mnemonic	Length	Structure
Actual Location	PDF	250	ACTLOC	3	X
Actual Location-Display		251	ACTLOC2	20	X
Address-Family Member	MNTF	252	ADDRA	45	NNNNA/X,,,X/AA/A,,,A/AA
Address-Fam Member B		253	ADDR B	45	NNNNA/X,,,X/AA/A,,,A/AA
Address-Fam Member C		254	ADDRC	45	" " "
Address-Juvenile	MNTF	255	ADDRJ	45	NNNA/X,,,X/AA/A,,A/AA
Age	MNI	256	AGE	3	XXX
AKA		257	AKA	30	A
Assigned Location	CDF	258	ASNLOC	3	X
Assigned Location-Display		259	ASNLOC2	20	X
Batch Report Due Date	BRR	290	BDUE	6	N
Batch Report Name	BRR	260	BRPT	20	X
Beyond 18-Retain	PDF	261	BY18	1	A
Beyond 18-Display		410	BY18D	4	X
Census Tract - G	MNTF	262	CENTR	5	N
Contact closed date	CDF	263	CCDATE	6	N
Contact closed reason	CDF	264	CCREA	2	X

ata Element Name	File	Ref #	Mnemonic	Length	Structure
ontact Closed Reason-Display		265	CCREA2	18	X
ontact establish date	CDF	266	CONTDATE	6	N
ontact number	CDF	267	CONTNO	3	N
ourt date	CDF	268	CTDATE	6	N
ourt Report Due Date	CDF	269	CTRPTDUE	6	N
ourt Report Due To	CDF	270	CTRPTFOR	2	X
ourt Report Due to-Display		271	CTRPTFOR2	10	X
ourt Report Type	CDF	272	CTRPT	2	A
ourt Report Type-Display		273	CTRPT2	15	A
ourt Time-24 Hour Clock	CDF	276	CTIME	4	N
ourt Time-12 Hour Clock		277	CTIME2	5	NNNNA
urtroom-Code	CDF	274	CTROOM	1	A
urtroom-Display		275	CTROOM2	10	A
rrent-Status	MNF	278	CURSTAT	1	A
rrent-Status-Display		279	CURSTAT2	6	A
te-Due-Back-From-Release	CDF	280	RETURN	6	N
te-of-Birth-Family 1		281	DOB1	6	N
te-of-Birth-Family 2		282	DOB2	6	N

ata Element Name	File	Ref #	Mnemonic	Length	Structure
ate of Birth	MNF	15	DOB	6	NNNNNN
ate-of-Birth Verified ndicator	MNF	283	DOBV	1	A
ate-Petition-Dismissed	CDF	284	PDISDATE	6	N
ate-Petition-Filed	CDF	285	PDATE	6	N
eceased Indicator	MNI	286	DEC	1	A
eceased Indicator-Fam		287	DEC1	1	A
eceased Indicator Fam		288	DEC2	1	A
etention-Date	CDF	289	DETDATE	6	N
etention Status	CDF	291	DETSTAT	2	X
etention-Time-24 Hour Clock	CDF	292	DETIME2	4	NNNN
etention-Time-12 Hour lock Display		293	DETIME	5	NNNNA
isposition Summary	CDF	294	DISPSUM	18	XXX/XXX/XXX/XXX/ XXX/XXX
isposition Summary-Display		295	DISSUM	20 6	XXXX/XXX (20X Fields)
isposition-Text	CDF	032	DISPTEXT	30	X
istrict Attorney	CDF	296	DA	3	A
iver's License Number	PDF MNI	297	DRLIC	10	ANNNNNNN/NN
e-Color	MNF	035	EYE	2	A
neral-Text	PDF	055	TEXT	176	X

Data Element Name	File	Ref #	Mnemonic	Length	Structure
General Text Indicator		298	TEXT2	4	A
Hair-Color	MNF	020	HR	2	A
Hearing Type	CDF	299	HEARTY	2	X
Hearing Type-Display		300	HEARTY2	15	X
Height	MNF	018	HT	3	N
Height-Weight-Date	MNF	301	HWDATE	4	N
Home-Phone	MNTF	302	HOMEPH	10	N
Home-Phone-Family 1		303	HOMEP1	10	N
Home-Phone-Family 2		304	HOMEP2	10	N
Incident-Number	CDF	064	INCNO	9	NNNNNNNNA
Informal Report Due Date	CDF	305	IRPTDATE	6	N
Informal-Report-Due-To	CDF	306	RPTFOR	3	X
Informal-Report-Due-To-Display		307	RPTFOR2	10	X
Informal Report Type	CDF	308	RPTYPE	2	X
Informal Report Type Display		309	RPTYPE2	15	X
Juvenile-Hall-Location	CDF	310	JHALL	4	X
Living Arrangement	PDF	311	LIV	1	X
Living Arrangement-Display		312	LIV2	10	X

Data Element Name	File	Ref #	Mnemonic	Length	Structure
Maintenance-Order	CDF	313	MAINORDR	6	N
Maintenance Indicator	CDF	314	PAYOR	2	X
Maintenance Indicator Display		315	PAYOR2	10	X
Medical-Exam-Date	PDF	316	MEDATE	6	N
Name-Family-Member	MNF	317	NAMEA	30	A
Name-Family-Member2		318	NAMEB	30	A
Name Family Member3		319	NAMEC	30	A
Name Family Member 4		414	NAME D	30	A
Name Family Member 5		415	NAME E	30	A
Name Family Member 6		416	NAME F	30	A
Name Family Member 7		417	NAME G	30	A
Name Family Member 8		418	NAME H	30	A
Name Family Member 9		419	NAME I	30	A
Name Family Member 10		420	NAME J	30	A
Name Family Member 11		421	NAME K	30	A
Name Juvenile	MNF	014	NAME	30	A
Number of Older Sibs	PDF	411	OS	2	N
Number of Younger Sibs	PDF	412	YS	2	N
Petition Dismissal Flag	MNI	352	PETFLAG	1	N

aster Index Design - Data Element Index

ata Element Name	File	Ref #	Mnemonic	Length	Structure
etition-Number	MNI CDF	320	PETNO	8	NNNNNNN/A
etition-Reason	CDF	321	PTR	5	X
etition-Reason-Display		322	PTR2	20	X
etition Sustained As	CDF	323	PETSUS	5	X
etition Sustained As - Display		324	PETSUS2	20	X
FN-Juvenile	CDF MNF PDF SDF	325	PFN	9	N
FN-Juvenile 2		326	PFN2	9	N
lace-of-Birth	MNF	337	PB	2	X
lace-of-Birth-Fam 2		338	PB1	2	X
lace-of-Birth-Fam 3		339	PB2	2	X
lace-of-Birth-Display		340	POBD	20	X
lacement-Address		327	PLADDR	45	X
lacement-Enter-Date	CDF	328	PLENTR	6	N
lacement-Left-Date	CDF	329	PLEXIT	6	N
lacement-Maintenance-Cost		330	PLCOST	6	N
lacement-Name		331	PLNAME	30	X
lacement-Name-Code	CDF	332	PLCODE	3	X
lacement-Reason-Left	CDF	333	PLEXITRN	2	X

Master Index Design - Data Element Index

Data Element Name	File	Ref #	Mnemonic	Length	Structure
Placement Reason-Left-Display		334	PLEXITR2	15	X
Placement-Type Display		336	PLTYP2	10	X
P.O. Decision	CDF	341	PODEC	2	X
P.O. Decision-Display		342	PODEC2	15	X
P.O. Decision Date	CDF	343	PODECDATE	6	N
P.O. Intake-Division	CDF	344	INDIV	2	A
P.O. Intake Division Report		345	INDIV2	25	A
P.O. Name-Intake	CDF	346	POIN	3	A
P.O. Name Intake Report		347	POIN2	30	A
P.O. Name-Supervision	CDF	348	POSUP	3	A
P.O. Name Supervision Report		349	POSUP2	30	A
P.O. Supervision Division	DCF	350	SDIV	2	A
P.O. Supervision Division Report		351	SDIV2	25	A
Prior Probation	SF	413	PRPRO	2	N
Probation-Expiration-Date	CDF	353	PROBEND	6	N
Psychiatric-Exam-Date	PDF	354	PSYDATE	6	N
Public Defender	CDF	355	PD	3	A
Race	MNF	356	RAC	1	A
Race-Fam 2		357	RAC1	1	A

Master Index Design - Data Element Index

Data Element Name	File	Ref #	Mnemonic	Length	Structure
Race - Fam 3		358	RAC2	1	A
Referral Reason	CDF	359	REFREA	5	X
Referral Reason-Display		360	REFREA2	20	X
Referral-Source	CDF	361	REFSRCE	3	X
Referral Source-Display		362	REFS	15	A
Rehearing-Indicator	CDF	363	REHR	1	A
Relationship-To-Juvenile	SDF	364	REL	2	X
Relationship To Juvenile Family Member 1		335	REL1	2	X
Relationship to Juvenile Family Member 2		365	REL2	2	X
Relationship to Juvenile Family Member 3		422	REL3	2	X
Relationship to Juvenile Family Member 4		423	REL4	2	X
Relationship to Juvenile Family Member 5		424	REL5	2	X
Relationship to Juvenile Family Member 6		425	REL6	2	X
Relationship to Juvenile Family Member 7		426	REL7	2	X
Relationship to Juvenile Family Member 8		427	REL8	2	X
Relationship to Juvenile Family Member 9		428	REL9	2	X
Relationship to Juvenile Family Member 10		429	RELØ	2	X

Master Index Design - Data Element Index

Data Element Name	File	Ref #	Mnemonic	Length	Structure
Relationship to Juvenile Display		366	RELD	8	A
Release-Date	CDF	367	DATEREL	6	N
Release-Time-24 Hour Clock	CDF	368	RELTIME2	4	N
Release Time-12 Hour Clock		369	RELTIME	5	NNNNA
Release-Type	CDF	370	RTYPE	1	A
Release Type-Display		371	RELTYP2	5	X
Religion	PDF	372	RLG	2	AA
Report Requester	BRR	373	REQBY	10	A
Request Date-Batch Report	BRR	374	REQDATE	6	N
Responsible-Person	SDF	375	RESPER	30	A
Responsible-Person-Phone		376	REPHONE	10	N
Return Time-24 Hour Clock	CDF	378	TDUE	4	NNNN
Return Time-12 Hour Clock		377	RETIME	5	NNNNA
Scars 1	MNF	379	SCARA	3	N
Scars 2	MNF	380	SCARB	3	N
Scars 3	MNF	381	SCARC	3	N
Scars 4	MNF	382	SCARD	3	N
Scars 5	MNF	383	SCARE	3	N

Master Index Design - Data Element Index

Data Element Name	File	Ref #	Mnemonic	Length	Structure
Scars - Display 1		384	SCARS1	14	X
Scars - Display 2		385	SCARS2	14	X
Scars - Display 3		386	SCARS3	14	X
Scars - Display 4		387	SCARS4	14	X
Scars - Display 5		388	SCARS5	14	X
School Grade	PDF	389	GRADE	3	X
School Juvenile	MNF	390	JSCHOOL	3	X
School Juvenile-Siblings 2		391	JSCHOOL1	3	X
School Juvenile Siblings 3		392	JSCHOOL2	3	X
School Juvenile-Display		393	JSCHOOLD	20	X
Sex	MNI	17	SEX	1	A
Sex-Family Member 2		394	SEX1	1	A
Sex-Family Member 3		395	SEX2	1	A
Social Security Number	MNTF PDF	396	SOCSEC1	9	N
Social Security Number Family Member 1		398	SOCSEC2	9	N
Social Security Number Family Mmeber 2		397	SOCSEC3	9	N
Title	MNF	050	TITLE	4	A
Trust Account	PDF	399	TRACC	1	A
Warrant Date Issued	PDF	400	WARDATE	6	N

Master Index Design - Data Element Index

Data Element Name	File	Ref #	Mnemonic	Length	Structure
Warrant Date Withdrawn	PDF	401	WARDRAW	6	N
Warrant Number	PDF	403	WARNO	8	N
Warrant Indicator		402	WARRANT	6	A
Warrant Type	PDF	404	WARTYPE	1	A
Warrant Type-Display		405	WARTYPE2	12	A
Warrant Withdrawal Type	PDF	406	WDTYPE	1	A
Weight	MNF	019	WT	3	N
Work Phone	MNTF	407	WORKPH	10	N
Work Phone Family Member		408	WORKP1	10	N
Work Phone Family Member		409	WORKP2	10	N

STRUCTURE
X=Alphanumeric
A=Alphabetic
N=Numeric

JUVENILE JUSTICE INFORMATION SYSTEM

CONTACT DATA QUERY

QCON/PFN:ØØØØ56789.CONTNO:ØØ4

CONTACT DATA QUERY RESPONSE

CABLE 11/Ø2/73 Ø9:4Ø PAGE Ø1

NAME: SAM GEORGE DE LORENZO PFN:ØØØØ56789/ØØ4 PET#:92Ø62Ø/1 ACTIVE

CONTDATE: Ø9/Ø5/72 REFSOURCE:POLICE REFREAS:VANDALISH-BEYOND CON INC#:ØØ656565

DETDATE:Ø9/Ø5/72 DETIME:Ø8:2ØP IPO: MMC/SS SPO:JKL/SS ASSIGNED:HOME

RELDATE:Ø9/22/72 RELTIME:1O:3ØA RELTYPE:PERM DUE: TIME:

PFDATE:Ø9/Ø8/72 PETCHGE: DISOFF:

DISPSUM:PLACEMENT OWN HOME NONE-WARD PROBATION REG. SUPERVISION

DISPTEXT:REPORT B1-WEEKLY PDISDATE: MØ:Ø

CTDATE:Ø9/22/72 CTIME:1Ø:ØØA CTROOM:ODONNELL TYPE: DISP REHEAR:N

CTRPTDUE:Ø3/Ø9/73 CTRPTFOR:ODONNELL TYPE:PROGRESS

RPTDUE:Ø3/Ø8/73 RPTFOR:BENZ TYPE:PROGRESS PROBEND:Ø3/22/73

CCDATE:Ø3/1Ø/73 CCREASON:PROBTERM PODES:FILE PETITION DESDATE:Ø9/Ø7/72

CABLE 11/Ø2/73 Ø9.41 PAGE Ø2

CURRENT PLACEMENT:CLEARWATER TYPE:FOSTER HOM MAIN:$ 288.ØØ ENTER:12/2Ø/72

ADDRESS: 1276 E. APPLE VALLEY RD, SUNNY VALLEY, CA.

PLACEMENT HISTORY

FRED FINCH	PRIVATE PL	ENTER:Ø8/Ø1/72	LEFT:Ø8/Ø9/72	REASON:COST
HAPPY CAMP	PRIVATE PL	ENTER:Ø6/11/72	LEFT:Ø7/2Ø/72	REASON:NON-ADJUST
LANE RANCH	GROUP HOME	ENTER:Ø2/28/72	LEFT:Ø5/3Ø/72	REASON:NON-ADJUST

CASE EXCEPTION REPORT

EXCEPTION REPORT

DATE MM/DD/YY
DIVISION: X_____X
PO: X_____X

JUVENILE NAME	PFN	ACTIVITY OVERDUE	ACTIVITY DUE TO	ACTIVITY DUE DATE
X_____X	X_____X	X	X_____X	MM/DD/YY

EXCEPTION REPORT

DATE: 12/19/73
DIVISION: INTENSIVE SUPERVISION
PO: SHIRLEY S. DEUTSCH

JUVENILE NAME	PFN	ACTIVITY	DUE TO	DUE DATE
MADDISON/JAMES	106713	18TH B-D		11/07/73
NELSON/HORATIO	26173	PROGRESS	O'DONNEL	12/17/73
RECAMIER/JEANNE/FRANCOISE	36170	654 EXPIR		12/02/73
SCHOFIELD/JOHN/MCASSISTER	2671425	1ST JURIS	O'DONNEL	12/18/73
SCOTT/ROBERT/FALCON	3017410	725A EXPR		12/16/73
WATTS/GEORGE/FREDRICK	107211061	SCHOOL		12/11/73

COMMENTS:

1. DIVISION PRINTS ONLY WHEN NEW DIVISION OCCURS AND ON NEW PAGE.
2. ALPHABETIC ORDER W/IN PO.
3. ACTIVITY DUE:
   a. DETENTION PAST 48 HOURS WITHOUT HEARING.
   b. NEW DETAINEES.
   c. PROGRESS REPORT PAST DUE.
   d. 18TH BIRTHDAY PAST.
   e. COURT DATE PAST.
   f. INFORMAL REPORT PAST DUE.
   g. EXPIRATION OF 654 PROBATION.
   h. EXPIRATION OF 725a PROBATION.
4. A DAILY REPORT: PRINTED FOR DELIVERY BY 9AM; $8\frac{1}{2}$ by $5\frac{1}{2}$ TWO PART PAPER.
   DISTRIBUTION: 1 COPY P.O., 1 COPY SUPERVISOR.

REFERRALS, CITATIONS AND BOOKINGS LIST

REFERRALS CITATIONS AND BOOKINGS

DIVISION:XXXXXXXXXXXXXXXXXXXXX FOR PERIOD ENDING XX/XX/XX

JUVENILE NAME	DATE REFERRED	REF TYPE	REFERRAL REASON	ACTION TAKEN	DATE OF ACTION	PO INIT
XXXXXXXXXXXXXXXXXXXX	XX/XX/XX	X	XXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX/XX/XX	XXX

REFERRALS CITATIONS AND BOOKINGS

DIVISION:SUPERVISION BAYVIEW FOR THE PERIOD ENDING 10/31/73

JUVENILE NAME	DATE REFERRED	REF TYPE	REFERRAL REASON	ACTION TAKEN	DATE OF ACTION	PO INIT
ADAMS/JIMMY/EDWARD	10/01/73	BOOK	PETTY LARCENY	PETITION	10/03/73	ASR
BERNOLIT/SALLY	10/01/73	CIT	SOLICITING	VOL PROB	10/12/73	BCD
MILLENT/JOHNNY/JIM	10/09/73	REF	NEGLIGENCE	PETITION	10/20/73	HAL
NOLANDS/SUSAN/JOANNE	10/09/73	REF	NEGLIGENCE	PETITION	10/20/73	HAL
PETTERS/TOMMY	10/09/73	REF	NEGLIGENCE	PETITION	10/20/73	HAL
REED/JONATHON/TIMOTH	10/15/73	CIT	BEYOND CONTROL	COUNSEL	10/18/73	RD

COMMENTS:

1. AN ALPHABETIC LIST BY DIVISION OF ALL REFERRALS, CITATION AND BOOKING FOR THE CURRENT MONTH.
2. TO BE PRINTED ON THREE PART 8½ x 11 PAPER.
   DISTRIBUTION: 1 EACH DIVISION; 1 STATISTICS; ASST'T CHIEF PROBATION OFFICER.

APPENDIX B

EVALUATION COMMITTEE

JUVENILE COURT INFORMATION SERVICES

EVALUATION COMMITTEE

Minutes April 24, 1974

Present: Ann C. Billyard, Project Director
Lovell Bonnie, Systems Analyst, EDP
Marilyn Borovoy, Mayor's Criminal Justice Council
Pete McDaniel, Systems Analyst, EDP
Marc Neithercutt, NCCD
Ann Walsh, Bureau of Criminal Statistics
Joan Dickey, Secretary to the CPO

The meeting was called to order by Ann Billyard at 2:15 P.M.

Activities to Date: Staff Assignments, EDP: Mr. Kitchen has been promoted to an administrative position and Mrs. Swanson has returned to Wisconsin. Lovell Bonnie who has been here since September and Pete McDaniel who has been here since December have prime responsibility for the project. Mr. Martinez from OCJP did his evaluation of the project during the strike; on April 1, our new grant contract was received. The strike in March caused much delay in our progress.

EDP Equipment: There will be 7 terminals and 7 thermal printers, with one hard copy printer located in the Record Room. Most of the equipment has arrived. Installation of electrical wiring will begin next week.

EDP Progress: EDP staff are presently preparing program specifications and revising the original samples. They are developing means of reducing manual input, since the system is designed to have ongoing audit. It was suggested that the system require that entries be made manually each time and that they be checked against each other from an editor's standpoint. Some additions have been made to Appendix C of the Design Report in order to assist the Public Defender and District Attorney, and some reports from Appendix B were deleted when it was found they duplicated information available on other screens. Information from the Juvenile Bureau and BCS will be utilized to begin the data base for this system. The system is designed so that it can be adapted to change. The system will also have a mini-data base capability so that special statistical reports not ordinarily programmed can be done. Initially the Police Incident Report System will be available to the Juvenile Probation Department. There has been a training session for clerical personnel to acquaint them with the equipment. Personnel from the Juvenile Court have been unusually responsive to the EDP staff. It was suggested that a contest be held to name the system.

Reciprocity Agreement: On May 7, 1974, a meeting will be held at the Hall of Justice with the Police Department at which the formal documents will be exchanged between the Juvenile Bureau and the Juvenile Court to allow a reciprocity agreement whereby information from the Juvenile Bureau will be available to the Juvenile Court. In addition to the Juvenile Incident Reports, the Court is requesting access to the adult portion of records. This adult capability will speed up sealing of records. Only the Juvenile Bureau will have access to the Juvenile Court records legally available to police, and,

during the hours of 3-8 AM, only Court personnel will be able to access records for Juvenile Bureau personnel through the terminal located at Juvenile Hall.

Issue of Privacy: LEAA guidelines for privacy will determine the Juvenile Bureau access to Court records. The system will be buffered so that no one can use the system as an investigative tool. Information will be limited to what is a matter of public records. The number of screens available to the Juvenile Bureau will be limited to information on the child himself and should not include information regarding address or siblings. The Committee agreed with the query status but questioned placement status, finally agreeing that it was valid.

Evaluation and Consultation: The use of the $1,000 allocated for consultant fees in this grant year was discussed. When the grant was planned it was anticipated that we would have a consultant come in and aid in evaluation. However, with the effectiveness of this Committee and because the issue of privacy of records is so vital to the entire system, it was proposed that some of this money be utilized to hire an attorney for expert legal opinions. Funds might also be utilized for consultants in EDP for review of technology of the system while designing, and after implementation to advise on changes and improvements.

Additional comments from the Evaluation Committee will be sent to the Project Director by the middle of May so that the Annual Report for the first year of operation can be completed.

The meeting adjourned at 4:15 PM.

Respectfully submitted,

Joan D. Dickey
Secretary to the CPO

SAN FRANCISCO JUVENILE COURT INFORMATION SERVICES

OVER-ALL PROJECT OBJECTIVES

A. To provide and maintain on a current basis information services needed to enable the Court and other agencies serving delinquents and dependents to process juvenile matters promptly and efficiently.

B. To provide research data for study, public information, evaluation and development of prevention and treatment programs for delinquents and dependents at the neighborhood and/or residence district level.

C. To provide definitions and standards of behavioral characteristics for studies to develop new treatment techniques and to establish prediction measures of the deviant behavior of youth and adults.

FIRST YEAR

Work Schedule	Accomplishments
To plan and design automated information system, i.e.	
1. Establish committees, community advisory, administration and evaluation.	All committees established and on-going
2. Establish staff steering committees to provide continuing consultation for project staff.	Six steering committees representing Intake, Supervision, Institutions, Court, Business and Support Services established and on-going. In addition, a coordinating steering committee made up of representatives of the steering committees established and on-going.
3. System requirements needs and design for Master Index	Requirements and design reports completed.
4. Develop programs	Program specifications begun and due to be complete by July.
5. Terminal installation	Leased seven terminals and made installations arrangement for month of March. Due to City strike, work was disrupted but installation should be completed in early May.
6. Develop and implement staff training programs	First terminal training session was planned and schedule deferred until first week in April due to strike disruption.
7. Develop evaluation tools	Under study

NCCD

NATIONAL COUNCIL ON CRIME AND DELINQUENCY

RESEARCH CENTER: 609 Second Street, Suite D • Davis, California 95616 • (916) 756-0808

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irman, Executive Committee

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Citizen Services
FREDERICK WARD, JR.
Executive Vice President,
Professional Services

April 25, 1974

Mrs. Ann Billyard
Juvenile Court
375 Woodside Avenue
San Francisco, CA 94127

Dear Ann,

Pursuant to your request of April 24, this letter follows review of the materials you presented orally and furnished in writing. Your very helpful summation of project accomplishments seems to me to indicate your work is progressing nicely. The area least developed appears to be that of creating evaluation tools; you have made good in-house progress on that, as well. I'm pleased to see your achievements to date and applaud the evident competence and enthusiasm of SFJCIS staff.

At the risk of redundance, I repeat two pieces of advice from our last meeting. Whether or not you take the advice probably is not central to your project success; these suggestions merely will lend added quality to your work which will be a source of pride in retrospect.

1. Seriously consider using the item 6 money in the 4-24 Evaluation Committee Agenda to bring in outside consultants as we discussed
2. Re-think your reciprocity plans, particularly as they will curtail your thrust in Objective B for the "over-all project" (provision of research data).

Your hospitality continues to be a delight.

M. G. Neithercutt, D.Crim.
Co-Director

MGN:gd

Mrs. Robert S. Borovoy
235 Santa Ana Avenue
San Francisco, California 94127

May 1, 1974

Ann Billyard
Youth Guidance Center
San Francisco, Calif.

Dear Ann,

As a member of the evaluation committee, I am making the following report.

Based on the written material I have read and the meetings I have attended, I consider the work done on the San Francisco Juvenile Court Inofrmation Service excellent. The staff has shown great perception in providing a workable plan with goals and objectives.

The staff is aware of the need to protect the records of the children and youth. It has set high standards and I am eagerly awaiting the installation of the equipment.

Sincerely,

Marilyn Borovoy

Marilyn Borovoy
Executive Committee of the
Criminal Justice Council

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

HARRY W. SCHLOETTER
CHIEF PROBATION OFFICER
U. S. COURT HOUSE
450 GOLDEN GATE AVENUE
BOX NUMBER 36057
SAN FRANCISCO 94102
415-556-0200

May 17, 1974

Mrs. Ann C. Billyard
Project Director
Juvenile Probation Office
Youth Guidance Center
375 Woodside Avenue
San Francisco, California 94127

Dear Ann:

Reference is made to your letter of May 8, 1974 and let me indicate at the outset that even though I was unable to participate as fully as I like to have done, I feel that you and your colleagues did an outstanding job in putting together an information system that will be of value to the Juvenile Court.

My vacation plans are unclear at this time but will try to attend the meeting whenever it is scheduled during the summer months.

Sincerely yours,

HARRY W. SCHLOETTER
Chief U. S. Probation Officer

HWS:cd

LE J. YOUNGER
ORNEY GENERAL

STATE OF CALIFORNIA

ROBERT A. HOUGHTON
DIRECTOR

Department of Justice
DIVISION OF LAW ENFORCEMENT
IDENTIFICATION AND INFORMATION BRANCH
BUREAU OF CRIMINAL STATISTICS
P.O. BOX 13427
SACRAMENTO, CALIFORNIA 95813

May 30, 1974

Ann C. Billyard, Project Director
San Francisco Juvenile Court Information Services
375 Woodside Avenue
San Francisco, CA 94127

Dear Ann:

In acknowledging your letter of May 8, 1974, and in anticipation of the close of the first year of the San Francisco Juvenile Court Information Services Project, this is to comment as a member of the evaluation committee. It seems to me on the basis of the presented materials, that you and the project's staff have done a commendable job in recognizing goals and issues and developing the means for their eventual realization and best resolution. While more remains to be done, may much of the groundwork of the first year help it to proceed and evolve with effectiveness.

It has been my pleasure from both a personal and business point of view to serve on the committee.

August would be my preference for the next meeting month.

Very truly yours,

Ann

Ann C. Welch
Crime Studies Analyst

ACW:vr